

TOWN OF ELMA PLANNING BOARD
1600 Bowen Road, Elma, New York 140
Phone: 716-652-3260

MINUTES OF REGULAR MEETING ~August 19, 2025

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, August 19, 2025, at 7:08 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:

*Chairman Michael Cirocco
Member Michael Cleary
Member James Millard
Member Charles Putzbach
Member Robert Waver
Alternate James Lembke*

ABSENT:

*Member Gregory Merkle
Phyllis Todoro - Town Attorney
Raymond Balcerzak - Asst Building Inspector
James Wzykiewicz – Town Engineer*

I. Approval of Regular Meeting Minutes from June 17, 2025

Mr. Putzbach motioned to approve the Minutes of the EPB Regular Meeting held on June 17, 2025. Mr. Cleary 2nd motion. Motion approved.

II. Site Plan Review for a 9100 S. F. commercial building @ 6030 Seneca St
Applicant- Bo Tucker

The only item on the agenda was a sketch plan review for a proposed new commercial building at 6030 Seneca Street, presented by Mr. John Schenne on behalf of Mr. Bo Tucker. The discussion revealed that the new building, a "spec" building for lease, would be a second structure on the existing lot and is intended to share an existing driveway with the adjacent property at 6050 Seneca Street. This arrangement raised concerns that the new building is being placed on a part of the site plan previously approved for 6050, which would essentially change 6050's site plan and potentially impact its parking calculations and traffic patterns. It needs to be determined whether such changes necessitate a formal re-submission and re-approval for the original property (6050 Seneca St.). The EPB referenced past cases where shared driveways and parking impacts required revisiting adjacent lots.

Questions were raised about the lot's history, specifically whether it was subdivided after the 6050 plan was approved, and why 6020 and 6030 Seneca Street are two different addresses on what appears to be one lot. It was suggested that combining lots might have been done to avoid side setback requirements. The distance between the proposed building and the existing 6050 building is approximately 50 feet, with parking planned for both structures.

A major secondary topic was the impact of new New York State wetland regulations, which require a lengthy and complex approval process from the Department of Environmental Conservation (DEC). This process is already underway but must be resolved before the project can proceed, given the site falls within an area requiring DEC review. Therefore, the project cannot receive formal approvals until the wetland review process with the DEC is complete and a determination is made.

The board conducted a checklist review to identify all information required for a complete application. The following items were noted as incomplete or requiring further detail:

- **Parking & Traffic:** Final details on off-street parking and traffic patterns are needed, specifically addressing how the shared driveway with 6050 Seneca Street will function and whether the existing parking calculations for 6050 are still met. The current curb cut is existing, so no new curb cut approval letter was sought.
- **Drainage:** Drainage and elevation plans need to be reviewed and approved by the Town Engineer, James Wyzykiewicz
- **Signage:** Plans must show the location and size of all proposed signs on the building.
- **Fire Safety:** The location of fire hydrants needs to be confirmed; while there is not one directly opposite the site, one is located down the street. A letter from the fire department is needed to approve the 24-foot 9-inch space between buildings for emergency access.
- **Agency Approvals:** Approval letters are still pending from Elma Water (for the backflow preventer, though submitted) and the Erie County Health Department (which will not act until the DEC wetland determination is complete).
- **Building Facade:** A question was raised about whether the number and size of windows on the Seneca Street-facing facade meet the town's minimum requirements. The applicant stated they are "copy to code" and similar to other buildings, though exceptions have been made in the past based on building use.
- **Existing Documentation:** The board requested to review the packet for 6050 Seneca Street, which dates back several years, to understand the original approvals.

The applicant must provide all outstanding items and address identified concerns before the project can be considered for preliminary site plan approval.

III. Adjourn

Motion to adjourn at 7:38 PM by unanimous consent.

Respectfully submitted,



*Barbara Blair
Elma Planning Board Secretary*